

Now available on the County's network, **mylacounty.gov** is the "one-stop" resource center for County employees to access and view personal and work-related information. Some of the key features available to you include:



## **Online Pay Statements**

To access and view your current and past pay statements. Access to duplicate copies of your 2010 and 2011 W2s will be available in early February 2012.



## **Countywide Applications**

Available in April 2012, secure access to many applications based on your job or function, such as eCAPS Financials, eHR Payroll and reporting portal, using single sign-on.



### **Announcements**

To view countywide announcements, such as key events and dates.



#### **Links of Interests**

Includes link to access the County's employee benefits website, as well as video tutorials and quick reference guides on how to login to County applications. Additional tutorials and reference materials will be available in April 2012.

# **Getting Ready for April 2012**

Getting yourself familiar with the website now allows you to prepare for the upcoming new features. Using your current internet ID ("e" plus employee number) and password, you may login via "Employee Login" to view your current and past pay statements. If you do not have an existing internet account, you need to establish your user ID ("e" plus employee number) and password for mylacounty.gov. Please visit mylacounty.gov at <a href="http://mylacounty.gov/wps/portal/mylac">http://mylacounty.gov/wps/portal/mylac</a> and click on "Tutorial on How to Login" for information on how to set up your user ID and password.

In April 2012, in addition to accessing your pay statements, this same login information will allow you to submit your timesheet and to update your personnel-related information.

